



AUSTRALIAN ARID LANDS
BOTANIC GARDEN

BOOKING SHEET
WMC HERBARIUM – MEETING ROOM

BUSINESS HOURS - Weekdays 9.00am - 5.00pm - Weekends 10.00am - 4.00pm
Phone 08 86419117 Fax 08 86419140 Email café@aalbg.sa.gov.au

Name of Company _____
Contact Person _____
Postal address for the Account _____
Telephone _____ Fax _____
Email _____ Purchase Order Number _____
No. of people attending _____ Start Date _____ End Date _____
Arrival time _____ Departure Time _____

DUE TO COVID-19 RESTRICTIONS, ROOM LAYOUT MAY RESTRICT TOTAL NUMBER OF ATTENDEES
****SHARED PLATTERS AND COMMUNAL COFFEE STATIONS ARE NOT AVAILABLE UNDER CURRENT COVID-19 RESTRICTIONS****

MEETING ROOM CHARGES

Daily Room Rate - \$175 Half Day rate - \$90

Room Hire includes: Use of the room for the hours specified; Use of equipment listed below; drinking water.

If you require the room outside of our general business hours (above) fees will apply.

For example if you require access to the building prior to 9am weekdays or depart the room after 4pm weekdays extra charges will be applied.

Conditions of Hire:

To secure your booking, please complete and return this form. A room hire fee will be payable if a cancellation is not received or if cancellation within 5 days of the agreed booking. The client will be held financially responsible for any damage to the room including fixtures and fittings.

| <u>Equipment Required</u> | | <u>Meeting Room Setup</u> |
|--|--|---|
| Please tick: | | |
| <input type="radio"/> Projector | <input type="radio"/> Photocopy service \$0.35/copy | <input type="radio"/> Boardroom Style (Seats 22 under current Covid-19 restrictions) |
| <input type="radio"/> Laptop | <input type="radio"/> Faxing \$1.75/page | <input type="radio"/> Theatre Style (Seats 36 under current Covid-19 restrictions) |
| <input type="radio"/> Screen | | <input type="radio"/> Classroom Style (Seats 24 under current Covid-19 restrictions) |
| <input type="radio"/> Podium | | <input type="radio"/> U Shape Style (Seats 17 under current Covid-19 restrictions) |
| <input type="radio"/> Whiteboard | | <input type="radio"/> Other (Please enquire) |
| <input type="radio"/> Flip Chart & Paper | | |
| <input type="radio"/> Other..... | | |



AUSTRALIAN ARID LANDS
BOTANIC GARDEN

MENU

(Drinking water provided)

Morning Tea

Time Required:

- Mixed plate (sweet scone with jam & cream & savoury damper with a South Australian relish) \$6.95/person
- Sweet Scone with Jam & Cream \$5.95/person
- Savoury Scone topped with herb cheese, tomato & bacon \$6.50/person

Lunch

Time Required:

- Mixed Sandwich Plate \$9.90/person
- Mixed Wrap Plate \$11.50/person
- Select from Café menu Price as per menu

Afternoon Tea

Time Required:

- Quandong Cheesecake Slice \$4.50/person

ONLY FOOD PROVIDED BY THE AALBG CAFÉ IS TO BE CONSUMED ON PREMISES

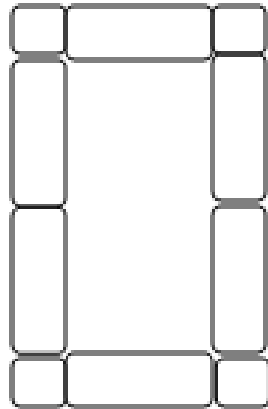
*Please advise any dietary requirements at time of booking.
Gluten free and vegetarian options are available on request.*



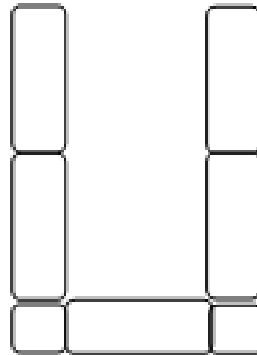
AUSTRALIAN ARID LANDS
BOTANIC GARDEN

COVID-19 Set Up Guideline for Conference Room

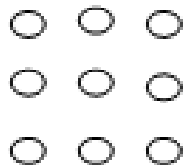
Boardroom Style
(22 people max)



U-Shape Style
(17 people max)



Theatre Style (no tables)
(36 people max)



Classroom Style
(24 people max)

